



**Members Present:**

Dave Browning, Mayor  
Dennis Lipp, Vice-Mayor  
Ryan Liang, Council Member  
Ron Jarriel, Council Member  
Dr. J. William Louda, Council Member

**Members Absent:**

None

**Others Attending:**

Dr. Irv Rosenbaum, Interim Town Manager (NCS)  
Michelle Kantor, Interim Assistant Town Clerk (NCS)  
Mike Cirullo., Esq., Town Attorney  
Members of the Public

**Others Absent:**

Matthew Lippman, Interim Town Clerk (NCS)

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**1. – 4.      Call to Order/Roll Call/Pledge of Allegiance/Invocation**

Mayor Browning called the meeting to order at 7:01p.m. He then requested the roll call by Town Manager Dr. Rosenbaum. Upon completion of the roll, Mayor Browning requested everyone stand for the Pledge of Allegiance and Invocation.

Mayor Browning moved to Item #5.

**5.   Approval of Agenda**

**Councilman Liang made a MOTION to approve the amended Agenda, SECONDED by Vice-Mayor Lipp and discussion was then opened:**

Councilman Liang asked to switch the order of Items #10 and #11.

Vice-Mayor Lipp asked if Item #7 could be pulled from the Consent Agenda and added to the Regular Agenda for discussion.

Mayor Browning noted that Town Manager Dr. Rosenbaum would make an announcement after the Consent Agenda before the Regular Agenda.

**The MOTION passed unanimously 5-0.**

Mayor Browning moved to Item #6.

**CONSENT AGENDA:**

**6. Town Attorney Invoice (May 2009)**

**Vice-Mayor Lipp made a MOTION to approve the amended Consent Agenda, SECONDED by Councilman Liang and the MOTION passed unanimously 5-0.**

Mayor Browning moved to an announcement by the Town Manager Dr. Rosenbaum.

**REGULAR AGENDA:**

**ADDITION TO AGENDA:**

**ANNOUNCEMENT BY TOWN MANAGER DR. ROSENBAUM -FOLLOWED BY DISCUSSION**

Town Manager Dr. Rosenbaum said I just want alert you to a problem and perhaps you as a Council can help us with a decision. He said as you know we have 60 days left in our contract and things are not getting better, they are getting worse with the time management and that was one of our reasons we are leaving the contract. He said we now have a weekly Friday night meeting and we are not disputing any residents meeting, but it doesn't work for us in terms of running the Town. He said it takes a lot of hours and we have to prepare the notice, agenda, and Minutes. He said originally we wrote the contract with so many hours and now we are having about 30% more hours with the Budget Committee, and in terms of my company this is causing a real problem with the fact that we have to do this for 60 more days. He said my request is to be let out of the contract at the 60 day mark. He said most contracts end at 60 days and we would like to be able to terminate ours because it is presenting a real problem from a cost perspective. He said we have never said No since the beginning of this contract when it came to a Saturday meeting, a weekday meeting, working late, or bringing extra expertise in-we didn't bill for that. He said but just like everyone else, I have accounts that don't pay which is again a problem in a result of housing, but I need to make this work so I respectfully request that we find a way to be let out of the contract. He said from a professional point of view the Town will not be left without any information resource and we can make this work for the Town in terms of whatever you need to meet the fiscal year. He said you have our management report and we have submitted the Budget, so it might be a good breaking point and time to part company.

Town Attorney Cirullo said the contract calls for 120 days so you would have to adopt a motion to agree to the shortened 60 day period and I would ask that if you do that to give some direction to yourself and us. He said the 60 day period would be up the 19<sup>th</sup> of June, which is this Friday. He said by your 2<sup>nd</sup> meeting in July you will do your millage, Preliminary Budget, and Assessment. He explained you will need to deal with this in two parts; one is to tell us how to carry on the administration of the Town until you get back the RFP's and by August 1. Mayor Browning said I am going to open it up for discussion.

Town Manager Dr. Rosenbaum said I think we can make everything work depending on how you want to do it. He said we can provide access to the government software so all I can assure you that will be done. He said we are not going to walk away and leave things hanging and we will be available after the conclusion of the contract. He said my problem is not the tasks but the 89 hour week that this has become. He said I am not complaining about what has been done, whatever has been done is part of government. He said I am complaining about the way it impacts someone who years ago came in here expecting government light, and the environment has totally changed and it is kind of like what happened after the recession and the parameter has changed, certainly parameters have changed for us. He said we can work with you and make sure everything gets done that needs to be done, but I can't staff the place and function with all these committees and get done what to be done. He said we have to notice these meetings and take minutes, and it goes on and on and on, and at some point I need to end this because this is not the situation that we bought into when we first came here.

Mayor Browning said right, at that time it was 20 hours a week.

Town Manager Dr. Rosenbaum said the Town has changed with citizen participation in committees and that is fine, but I am saying my company's situation is we can't continue with this long weekly function and type of situation. He said and if you notice, we haven't slacked off and have been responsible even with this huge work environment we have been in.

Councilman Louda said I pretty much knew this was coming and the way I look at it is NCS has done a fantastic job. He said we are at the point where we can lower our millage. He said they are up for the 2nd year in a row for Financial Management, and this committee to me is the straw that broke the camel back. He said we keep piling this stuff on them and expect them to come up to the plate. He said I don't know if there is an underlying theme that this is the ultimate goal to have this fall apart at this point, to let the intervener to the North win and disincorporate, like I heard one of our Council Members suggest at the podium several months ago before the election. He said I don't know, but that is where this is headed. He said I would make the question to Irv, if we threw a 61 day Moratorium on the Financial Advisory Committee could you help us get through this next 60 critical days of where we have to get our Budget done and especially the transition period, that is the one I am worried about, who is running the next meeting. He said everybody keeps saying Clete, but he is certified in Engineering, not Public Administration like the Charter says. He said sorry Clete, you are not qualified. He said in lieu of having the committee back off and let them ruin the next management team's life-which will happen, He said if you want to screw something up then micromanage it, that is what is being done here. He said if I was a management company, I wouldn't even put in a response to the RFP if I knew this was going on here. Councilman Louda asked Town Manager Dr. Rosenbaum if he could function without the committee for 60 days.

Town Manager Dr. Rosenbaum said my first choice would be to let out of the contract.

Mayor Browning said I talked to Irv earlier and if we were able to compensate you for the additional hours and let the finance committee work as they are for 60 days, (the difference between what you figure 20 hours and the 89 hours), my thought is this is a rough time to be changing and we are already had the set up and were in motion for the RFP. He said all the things you have handled very smoothly so far could really rear up and really bite us in the rear end.

Councilman Louda said I would go with the extra compensation only if the Financial Advisory Committee is just out of the picture for 60 days, because he is being bugged day in and day out for this and that and the other thing. He said it is eating up tons of time and they are only supposed to be being paid for 20 hours. He said compensate him for the extra time but without the committee. He said that Committee was the worst thing this Council has ever done, bar none, period.

Councilman Liang said we also have to remember that NCS put in their letter of resignation even before we had the committee. He said although the committee has added more work, I don't think that is why NCS is trying to opt out of its contract. He said I personally feel that the management firm should stay until we get a replacement and let's try to push that through so they can get out sooner. He said if we decide to let out the management company, I spoke to Charlie Lynn and he has recommended me someone who could do the interim until we find somebody, so that is another option we have.

Councilman Jarriel said I personally feel that Irv and Matthew both said they would carry this through to the end, so that we would have good continuity with the new Town Management and I happen to agree with the Mayor and I don't believe in abusing people. He said to me the problem you legitimately have is finances and we are putting you through a lot more hours and if the original contract said 20 hours-we are definitely abusing you. He said we agreed on this committee and I disagree with Councilman Louda, they had their meeting and to me the meeting went great. He said Matthew had some questions and the committee had some questions but in the end they all agreed that they could make the Committee work and that because we needed to draft the Budget and need continuity that it would work and Matthew had no complaints about that and I personally think the committee will work. He said I think we need to compensate you, we owe you that much. He said now if we can get this Budget drafted and everyone is satisfied, and if we can get that straight in 30 days, then I am in agreement to let you go and to me if we let you go then I think you have a better repoire, and when you leave us I would like for everything to be smooth and for your reputation to be intact. He said so after you leave we the Council can say we accomplished something and did it for the benefit of the tax payers so I want you to stay and finish your job, but I agree with the Mayor about the compensation for the extra hours you are putting in.

Vice-Mayor Lipp said I think the compensation part is important and I agree with the Mayor and the other two Councilman. He said I am troubled on a few layers on what Councilman Louda had said and part of that relates back to our audited financials from 07-08 and for those of you in the audience we have not seen them yet. He said I was under the impression I might have the draft this evening.

Town Manager Dr. Rosenbaum said you should have something in the next 10 days or so.

Vice-Mayor Lipp asked what is the timeline on these things.

Town Manager Dr. Rosenbaum said they are not that far out of the timeline. He said this is the auditor's function and he is almost finished and we will have a report for you shortly. He said they are frequently late and you work around their schedule. He said I am not happy that we are late but that is what is.

Vice-Mayor Lipp said I'm confused, I have been through audits before. He asked how many inquiries did they make to NCS for stuff.

Town Manager Dr. Rosenbaum said I am not sure, I will ask Patty that, but I will tell you this is not a complicated account.

Vice-Mayor Lipp said it is 20 checks a month.

Town Manager Dr. Rosenbaum said this is a small account and I guess we are being fit between the larger accounts. He said it is not something we can effectively control.

Vice-Mayor Lipp asked Town Manager Dr. Rosenbaum about how he felt about the Mayor's suggestion.

Town Manager Dr. Rosenbaum said there is a labor problem as well, and I can't push Matthew any further so I would have to bring in one of my other people from someplace else.

Mayor Browning said you have Michelle, and you've always had that ability to plug others in there, so that was one of the reasons we chose you.

Town Manager Dr. Rosenbaum said if we do that, I would still want the 30 days on the out and that would get us past the Budget.

Mayor Browning said I think one of the things we've got is somewhat of a perceived problem, and the committee wasn't formed until after they put in their 120 days, all of a sudden there is a working meeting on a Friday night and there might be a perception that someone isn't trusted, and I agree with Bill, I think you've done a phenomenal job. He said if you are agreeable to a 30 day with us taking care of the additional compensation, because I really feel it is important to pass the baton on one time and to try and bring someone else in for a month or two and then pass it again, I am afraid we will lose a lot in the passing on. He said I appreciate the fact that you are open to that lrv.

Town Attorney Cirullo said if we could take it to July 21 to the next meeting if that is amendable to the Council and I would need to bring some document back to confirm the compensation.

Councilman Louda said the extra time compensation for getting us through the thing, with or without the committee. He said I listened to the Minutes and there were some problems going back and forth and the net result of that entire meeting could have been answered by us saying give us a standardized report once a month and that would have handled the whole damn thing. He said that was the whole result of that meeting.

Mayor Browning said one of the things I want to try to do, and it is very important is we have to keep looking forward and we can't keep dwelling on the past or what previous Board Members did or we will not get our Budget in or our Comprehensive Plan done and all of a sudden we will fall apart and everybody in our Community will be worse off for it.

Councilman Louda said I am trying to relieve the real-not perceived problem, they have with the committee, and it is not just time-it is micromanagement. He said you hire professionals you let them do their damn job; you don't look over their shoulder. He said you get a report and an audit and that is what the Council is for-to look at that.

Councilman Liang said from what I understand Irv and Matt never said they have a problem with the committee. He said to Councilman Louda, you are saying you have a problem with the committee-not them.

Mayor Browning said well they work with us and are very diplomatic.

Councilman Louda said it is called reading between the lines.

Town Manager Dr. Rosenbaum said just to make it clear, the workload is the problem and it is not just the committee meeting. He said Matthew left me the work for the committee meeting this Friday and it is a lot of work for 3 people to suddenly get together and this needs to be rectified. He said citizens serving on Boards want information and they should get it, but I think the problem is let's get all this information at one time and everyone will get what they want.

Councilman Louda said the timing is very, very bad, we are in a transition period and asking them to help with that, the Budget, and intervening with the intervener. He said it is an unneeded thing and if you want to keep the committee fine, I don't. but put it on a Moratorium for now and if they want to meet on their own and talk things out- then fine.

Mayor Browning said I think if we leave it to Irv and he is willing to do it this way, then we've got things taken care of.

Councilman Louda said it is like you have them going down the road doing all these different things and all of a sudden opening an expressway into that road.

Councilman Liang addressed Councilman Louda and said the management company giving their letter of resignation is the most inconvenient thing, not the committee, and we have to deal with it and we have to work with it.

Councilman Louda said 120 days is way past where we need to be with the transition.

Councilman Jarriel said I listened to the Minutes and Matthew said he could get this stuff by Friday. He said this committee is not out to work Matthew to death. He said Matthew has always said he needs direction from the Council or whoever he is working with and in the past they haven't got direction. He said Matthew needs to be honest with them, they are not out to make it hard on people. He said Matthew is real gung ho, he is energetic, and personally I think he carries too much on his plate and I think he is carrying too heavy of a load for one person, but he needs to be honest with the committee and tell them, lets prioritize what you want. He said this committee will work with him. He said if it is email stuff, me being a Councilman he has my permission as to file the email coming in, he has enough on his plate just trying to get this Budget done and stuff.

Councilman Louda said I make a suggestion that we triple their pay for the remaining time since the meetings have gone from 2 with us to 6 a month.

Councilman Jarriel said I think Irv should come to us and ask us for what he thinks is fair.

Town Manager Dr. Rosenbaum said what I will do is take one of my senior people with similar qualifications to Matthew and see if I can bring him in.

**Vice-Mayor Lipp made a MOTION to have NCS stay on for another 30 days and to have the Mayor and Irv decide on an hourly rate for the extra time involved, also for the Financial Committee to be Budget related only and not deal with any old business at this time, SECONDED by Councilman Liang and discussion was then continued:**

Vice-Mayor Lipp said getting the TRIM Notice, the Budget done are our priority, and as far as anything doing with the Finance Committee it should be Budget related and not dealing with any old business or contracts. He said let's try to keep it simple during this time. He said the committee can still do their due diligence on things, but I really agree with the Mayor and what's done is done and moving forward if we learned any lessons, we need to apply the lessons to the next Management Firm and to our own accounting standards. He said there are plenty of things done wrong on all sides and we are just plain new at this and there is a lot of a learning curve. He said for Irv and the Mayor to work out what the compensation will be and that we prioritize things and when the committee meets to focus on getting the Budget done and let's just leave it at that with NCS.

Town Attorney Cirullo said we will be bringing you back something to confirm this motion so it can be in writing to match the main contract, but we can make it effective immediately even though we will be passing it in July.

Mayor Browning said I just want to encourage everybody because we are putting out an RFP for prices and I want to make sure we get good prices, so we want to be known as a Community that can get along, otherwise these proposals could be very high. He said we've got to be careful.

Mayor Browning asked for comments from the Public.

**John Ryan, 3508 A Road-** said I also listened to most of the meeting recording, not all of it, but I dare to say I probably understood more than Bill Louda did. He said one thing that you haven't focused on is what shape the records are in for the audit for this year. He said I am a little bit in disagreement with Irv over the timeframe because the engagement letter with the Accounting Firm called for a Draft Audit by the end of January, and we still don't have the Draft Audit and that usually implies we are last on the list. He said I think that if Irv is released from the NCS contract in July that there ought to be an agreement that his people spend whatever time is necessary dealing with the Auditors on this. He said I do think that transition should be the focus also and as I understood it, the request from the Audit Committee for the major contracts the Town is involved in is to assist with the contracts during the transition. He said I think it is reasonable to get a copy of those. He said one final thing, and I'm sure that is what the Town Office does now, is really forward invoices and receipts to their head accounting office, and I don't know if they apply the chart of account designation to those at the time, but the standard reports, shouldn't take manual time like they used to and should be by products of accounting systems. He said I think what also came out of that meeting and some of it was said in jest but it has a meaning in jest also was a question came up on where the Town's time was spent if it wasn't keeping the Town Financial records organized and available to the Town Council and a

comment was made by Matt, as everybody knows it was spent arguing with the LGWCD. He said and I don't think that is a healthy orientation and we certainly don't want to keep doing anything like that. He said I think that Matt was very open and said that the Town Council was really focused on getting organized and that the financial information was not part of it and I think the Financial Committee is trying to take some of that from the Town Council and Matthew to provide some background and some organization. He said the reaction I heard from Councilman Louda was ready, fire, aim and I don't think he had an understanding of what really was going on and that it was a supplement to what Irv and Matt are doing and not to put an extra burden on Matt. He said and I certainly don't disagree that 20 hours is not enough time and the extra compensation should occur, but I think there really ought to be some knowledgeable people in the transition and that some care should be taken so that it doesn't become an impossible burden for whoever takes over in the end.

**Lung Chiu, 3270 B Road-** said I was there at the Committee Meeting and Matt was very professional and I think he answered the questions very well and I have been in government accounting and auditing for 30 years and the questions asked by the Members were very common and shouldn't produce any additional work to Staff. He said and Matt's response was no problem we can get it done. He said regarding the committees I want to remind you that you do have an audit coming up and you should use this committee to meet with the auditors. He said I want to make sure the Council has some assistance here and we have put in our time, we don't get paid, and I do want you to remember that.

**The MOTION passed 4-1, with Councilman Louda opposed.**

Councilman Louda noted he was opposed because the Motion contained the Committee.

Mayor Browning moved to Item #7.

**7. Agreement with PBC for Interoperable Communications through PBC 800 MHz Radio System**

Vice-Mayor Lipp said I have a couple of questions about this and asked if the Town would be responsible for the maintenance of the equipment as a cost item.

Town Manager Dr. Rosenbaum said this is not going to be a cost item for us and will be a good tool for communication.

Vice-Mayor Lipp referred to Page 14, Section 5 and asked are we committed to having somebody monitor the thing.

Councilman Jarriel said I would think our PBC Fire Rescue would be the monitors. He said this would be if we had an emergency situation and we had to communicate with Fire Rescue and PBSO and also CERT if they were called in.

Town Attorney Cirullo said if we are involved in a interagency event, we are going to be monitoring our own communications.



Vice-Mayor Lipp said when they listed out the 37 municipalities the 38<sup>th</sup> was not on there so we are off the chart.

Town Manager Dr. Rosenbaum said we can pass it subject to our name being on the list.

Mayor Browning asked for comments from the Public.

**Pat Johnson, 15409 Collecting Canal Road-** said this 800 system is what they call the trucking system and the municipalities you see there have these already and they are administered by the County, so that during a disaster it would simply be on in the EOC to ensure that we are connected. She said they can go down and with Hurricane Wilma they went down for 6 hours.

Town Attorney Cirullo said this chart will be updated because they will have to assign us frequencies.

**Vice-Mayor Lipp made a MOTION to approve the agreement with PBC for Interoperable Communications through PBC 800 MHz Radio System, SECONDED by Councilman Louda and the MOTION passed unanimously 5-0.**

Mayor Browning moved to Item #8.

## **8. Okeechobee Roundabout Justification Study (Jeff Maxwell, CGA)**

**Jeff Maxwell, Traffic Engineer, Calvin-Giordano-** explained this presentation will show what we found and what we have to do next. He then did a slide show presentation as follows:

### Study Methodology

FDOT Manual of Uniform Traffic Studies Roundabout Contraindications  
Two - way and all - way stop control operations  
Roundabout and signal operations

### Okeechobee Boulevard Vehicle Speeds

West of B Road: 85<sup>th</sup> percentile speed of 54 mph  
East of F Road: 85<sup>th</sup> percentile speed of 52 mph

Mr. Maxwell noted that people are likely aware that the speed limit is posted at 45mph.

### Signal Warrant

70% threshold now satisfied for Okeechobee Blvd at F Rd  
Signal Warrant still not satisfied for Okeechobee Blvd at B Rd

### Signal Warrant Summary Table

#### **Warrants**

#### **Hours Satisfied Hours Satisfied**

Warrant 1A-Minimum Vehicular Volume: Satisfied for 0 Hours Satisfied for 0 Hours

(Requires 8 hours to be satisfied) - **NO - - NO -**

Warrant 1B-Interruption of Continuous Traffic:

Satisfied for 3 Hours Satisfied for 7 Hours

(Requires 8 hours to be satisfied) - **NO - - NO -**

Warrant 2-Four Hour Volumes: Satisfied for 2 Hours Satisfied for 4 Hours

(Requires 4 hours to be satisfied) - **NO - \*YES\***

Warrant 3-Peak Hour Volumes: Satisfied for 0 Hours Satisfied for 0 Hours

(Requires 1 hour to be satisfied) - **NO - - NO -**

**(The first answer is for Okeechobee at B Road and the second is for Okeechobee at F Road).**

#### Roundabout Contraindications

Limited right - of - way

May require power pole relocation

Canals running along north side of B Rd & F Rd

Mr. Maxwell noted above are the 3 roundabout contraindications you don't meet out of the 11 required for DOT

#### Next Steps

Present findings and analysis to Palm Beach County

Submit projects for inclusion in the Palm Beach MPO Transportation Improvement Plan

Pursue FDOT Local Agency Program funding

Mr. Maxwell noted the next steps above and said what I would like to get from you tonight is if you could decide on one member from the Council to assist me with these presentations. He said I will be there on a technical level but it would be nice to have one of you on a political level as well.

Vice-Mayor Lipp said I would like to volunteer.

**GENERAL CONSENSUS WAS GIVEN FOR VICE-MAYOR LIPP TO BE THE TOWN COUNCIL REPRESENTATIVE ON THE OKEECHOBEE ROUNDABOUT JUSTIFICATION ANALYSIS PROJECT AND TO WORK WITH JEFF MAXWELL AND PBC ON THE PROJECT.**

Mayor Browning said it fulfills what we want and that is breaks in the traffic.

Councilman Louda said my question is on the 70% of signal warrant on Okeechobee and F Road, is F far enough from the light at Okeechobee and the school.

Mr. Maxwell said I don't see any problem with that and I think it is something we will have to see where the County stands on.

Vice-Mayor Lipp asked and we are looking at funding on this.

Mr. Maxwell said they will both fall under the LAP safety funding because it is a safety issue.

Councilman Liang said I remember we were going to apply for a grant and was wondering the status on that.

Mr. Maxwell said the final submittal will be in September so until then we are waiting to hear back and see what changes they want us to make.

Councilman Jarriel said D Road is one of our major roads and asked if a signal there would be out of the question.

Mr. Maxwell said we really don't warrant a signal at B Road and I highly doubt it would warrant one at D Road as well, the volumes just aren't there, but that could change as F Road did. He said for now I don't see that happening anytime real soon.

Councilman Louda asked is there a problem with the roundabout on the paved road hitting dirt on both sides.

Mr. Maxwell said there is a problem with that and there will have to be a throat on both sides to accommodate that, so there will be a transition area, because basically the vehicles need to be able to approach that area at a speed of 20-30 mph, so that will have to be factored into the cost as well.

Mr. Maxwell said I would like you to select which option you prefer.

**Councilman Louda made a MOTION to direct Jeff Maxwell to prioritize the signalization at Okeechobee and F Road, SECONDED by Councilman Jarriel and the MOTION passed unanimously 5-0.**

Mayor Browning moved to Item #9.

#### **9. Waste Pro Monthly Report (Pete Reilly, Waste Pro)**

**Pete Riley, Director of Operations for Area #8 for Waste Pro-** said in May again our complaint numbers were low on call ins and June through the 16th we have had some flurry. He said I have an issue with my subcontractor that I have addressed and that was they were using their own tags. He said I would like to thank Frank Schiola for bringing the problem to my attention and I hope I have rectified it.

Vice-Mayor Lipp said I thought it was in our contract that the outriggers are of a certain size so particularly the on the OGEM covered roads they don't damage the OGEM.

Mr. Riley asked have you had any issues.

Vice-Mayor Lipp responded I got a report that the truck on Compton Road the other day didn't have the large pads-it just had the small ones.

Mr. Riley said I will make sure that we have rubber added to them.

Vice-Mayor Lipp asked are those on your trucks or on your subcontractor's.

Mr. Riley responded it doesn't matter if they don't want to put them on they can bring them to us and I will put them on.

Town Manager Dr. Rosenbaum said I have Frank's report too and handed it in for the record.

Mr. Riley said all of the complaints were addressed the same day and all the responses have been sent to the Town Office.

Mayor Browning moved to Item #10.

**(NOTE ITEM 10 & 11 HAVE BEEN SWITCHED DUE TO DISCUSSION AT THE BEGINNING OF THE MEETING)**

**10. Finance Advisory Committee (Councilman Liang)**

Councilman Liang said I felt that the meeting went fairly well and one of the things we agreed on is that we need to have a standardized financial report whenever the management team does present to the Council and we also selected our Chair and our Vice-Chair and decided on our next meeting. He then introduced Elise Ryan as the Chairperson of the Financial Advisory Committee.

**Elise Ryan, 3508 A Road, Chair of Financial Advisory Committee-** said I left the meeting feeling very positive and I think we want the role of our committee to be helpful to the Town Council and we are here to serve you and to serve the Community and it is going to be very important, especially now in this transition so we can be of assistance to the New Town Manager, and we can collect information and have it ready for him to save him time. She said the Agenda for the original meeting, and the only one we had was an organizational meeting. (see below for Agenda).

-Introduction:

- a. Discussion of the Sunshine Law and Roberts Rules of Order
- b. Purpose of Finance Advisory Committee
- c. Role of Council Member liaison

-Election of Chairperson and Vice Chairperson

Protocol:

- a. How meetings are called and coordinated with the Town Management Office
- b. How agendas items are determined and how agendas are finalized
- c. How assignments are distributed for agenda item research
- d. Reporting at Town Council Meetings

-Setting date of next meeting

-Setting agenda items for next meeting

Ms. Ryan noted that with the election of the Chair-herself, and the Vice-Chair- Lung Chu the votes were unanimous. She said I think we need to talk about the issue that we have a Committee Member who can't meet on a regular basis for the next couple of months on a Tuesday, Wednesday, or Thursday and Monday's can conflict with the LGWCD meetings, so that is how Friday's got scheduled. She explained the Chair will set the Agendas and forward them to Matthew who will review it with the Council Liaison. She said we talked about assignments being distributed for Agenda Items Research and we said we were willing to take

our time to donate it to do research. She said we discussed the April Financials and some revenue issues and the committee believed we wanted to go ahead and recommend the approval of the April Financials, because we wanted to put that behind us. She said Matthew clarified that approval to him, is that you are approving the check register, and I don't have any problem with that. She said we probably put some pressure on Matthew to try to get the April Financials rushed for approval, but at any rate, we don't have any issues with the April Financials that would prevent you all from approving them this evening. She said the Agenda Items I sent to Matthew, and if you listen to the last 10 minutes of the recording, he didn't have any problems with it or express any problems with it. She said and the intent of putting something on the Agenda is not for any of us to think we would sit and go over every contract, but if we are going to do a Budget, the very first thing we need to do is get a very good understanding of what goes into each line item.

Ms. Ryan then went over the list of items she sent to Town Clerk Lippman and had requested be on the next Agenda for the Finance Advisory Committee (see below).

### (REQUEST FOR) Agenda Items for Finance Advisory Committee Meeting June 19<sup>th</sup> 2009

#### 1. Monthly Financial Results Reporting

Discussion: The development and formatting of a consistent set of financial results information to be presented on a monthly basis to the Town Council, the Finance Committee and the public as part of the agenda package.

#### 2. 2008-9 Audit Report and Management Letter

Discussion: Meeting with Auditor to discuss timelines and status of 2008 – 9 Audit. Comments and Recommendations for the future

Backup: Copies of existing correspondence from auditor and or draft audits previously provided to Town

#### 3. Receivables and Payables

Discussion: Analysis of Town Accounts Receivable and Accounts Payable:

Backup: March 31, 2009 Balance Sheet; Schedule (List) of Current receivables  
Aging of receivables (If available) Schedule (List) of Payables

#### 4. Contracts

Review of contracts currently in effect and procedures for contracting

Backup: copies of all contracts currently in effect – Rent, Legal, Code Enforcement, Comprehensive Planning, Land Development Regulations, ERM, Law Enforcement, Waste Pro, Emergency Services Monitoring, MREG, Auditing, Other. Existing documentation for contracting and schedule of authorizations previously approved by the Town Council

5. 2009-10 Budget – Review and discuss the 2009 Draft Budget and the Draft 2009-10 Budget (Most recent version)  
Budget Timeline and reporting dates
6. Process for Bill Payment – Current procedures for bill payment and supporting documentation required for bill payment.  
Backup – Accounting Procedures Manual  
Existing documentation of bill payment process
7. Status of Ongoing Projects  
Discussion: Percent Complete, Target Date for completion, Percent Paid  
Comprehensive Plan, Code Enforcement, Emergency Services Debris Removal  
Monitoring, Land development regulations, Other ongoing projects
8. New Business
9. Comments by Public

Ms. Ryan said if any of the items are a problem for NCS, we can certainly postpone it. She said it would be nice since we have everybody here tonight who is on the Finance Advisory Committee if we could agree to postpone the meeting from this Friday night to next Friday night. She noted the date would be Friday, June 26, 2009 at 5pm.

Town Manager Dr. Rosenbaum commented if you can push it out a week and if we have another week to work on it, that will really work well.

Vice-Mayor Lipp suggested Monday nights.

Mayor Browning commented I am in agreement with Dennis, I think we should possibly get it done on Monday nights.

Ms. Ryan commented the first meeting had been at Palms West Hospital and it was free.

Town Attorney Cirullo said since they are not meeting this Friday night we need agreement by the Council.

**GENERAL CONSENSUS WAS GIVEN TO MOVE THE FINANCIAL ADVISORY COMMITTEE MEETING FROM FRIDAY, JUNE 19, 2009 AT 5PM TO FRIDAY, JUNE 26, 2009 AT 5PM.**

Mayor Browning moved to Item #11.

#### **11. April 2009 Town Financials**

**Councilman Liang made a MOTION to approve the April 2009 Town Financials, SECONDED by Vice-Mayor Lipp and the MOTION passed unanimously 5-0.**

## **12. Preliminary FY 2009-2010 Budget**

Town Manager Dr. Rosenbaum read the following timeline for the Budget and noted it was in the Agenda Packet.

The timeline for the FY 2009-2010 process is as follows:

1. **Tuesday, June 16**                      Distribute rough draft of 09-10 budget. Town Council can discuss and provide feedback to incorporate into a 2nd draft.
2. **Tuesday, July 7**                      Distribute 2nd draft of 09-10 budget. Town Council can discuss and provide feedback to incorporate into a 3rd draft.
3. **Tuesday, July 21**                      Discuss 3rd draft of budget in order to determine maximum millage rate the Town will assess for the 2009 TRIM Notices.
4. **Wednesday, July 22**                      Return the complete Preliminary Certification of Taxable Value Form (DR420) to PBC incorporating approved maximum millage rate
5. **Wednesday, July 22**                      1st & 2nd Budget Public Hearing dates must be set and communicated to PBC Tax Collector's Office.

Vice-Mayor Lipp said I guess with the Code Enforcement line item in your management update and possibly why we are going from 8 hours to 16 hours, is for the education of the Community of what the new LDR's are. He said but since Code Enforcement wasn't even here for a month (which we didn't get billed for), I am looking it as a having someone on a PRN basis instead of a retainer basis.

Town Manager Dr. Rosenbaum said I think complaint driven is seasonal and sometimes you get away for a long time without a lot of complaints.

Councilman Louda noted this is only spent as needed.

Mayor Browning said if maybe we could go with whatever is needed but have it in our Budget and not get surprised if we have to spend it.

Vice-Mayor Lipp inquired about storage of the new records we will be getting in and asked have you looked into Iron Mountain and not renting a warehouse somewhere.

Councilman Louda said I would like to see something added to the Budget for an increase in the waste collection by \$9.80 a parcel for the money budgeted for Frank Schiola, which is the \$12,000.00 per year. He said so let's have Waste Collection pay him even though I am still against that. He asked where else is the money coming from.

Mayor Browning asked so it is \$9.80 per year per parcel.

Councilman Jarriel said my thoughts is we are not sure he is going to make \$12,000.00 a year. He said Pete was saying tonight things are getting better and was even bragging on Frank for making him aware of a problem on their part. He said assuming Frank is going to make \$12,000.00 a year and I am not assuming that. He said but to charge the taxpayers assuming that, I don't agree with that. He said I think it is just fine the way it is, and I am waiting to see his first bill and what he accomplished with his time, but Frank is somebody that we decided on giving a trial basis, so it is not a sure thing as far as I'm concerned. He said I am hoping that our relationship with Waste Pro will improve and there won't be any need for Frank.

Councilman Louda said you still have to budget for everything you are planning on doing.

Mayor Browning said Matthew and I had talked about a once a year pick up for a recycler or vegetation pick up that wouldn't cost us any out of pocket money. He noted especially vegetation prior to Hurricane Season. He said we could have a company who might have a chipper who would be interested in the material and would come and pick it up. He noted there are people who will take pine trees for free if you call them.

Vice-Mayor Lipp said it is South Florida Southern Shavings.

Town Manager Dr. Rosenbaum said one comment is the Ad Valorem collection has gone down due to the value of real estate going down, but our millage which was 1.5 for 2008 and 2009 is proposed for 1.4. He said I think that is very significant because if you pick up the paper you won't find another municipality reducing their millage. He said this should be noted in communicating with the Public because this really is an extraordinary number.

Mayor Browning mentioned they are all going to other way.

Mayor Browning asked for comments from the Public.

**John Ryan, 3508 A Road-** said just a reminder that when the Town was going through incorporation and planning the Budget, we were anticipating almost \$600,00.00 for PBSO and when we looked at the services offered the Town Council went with \$240,000.00 and that is where most of the surplus comes from and I think one of the biggest contingency items is this administrative hearing with regards to the Comprehensive Plan and hopefully we can get through that with that.

Mayor Browning moved to Item #13.

### **13. Town Emergency Operations Meeting**

**Pat Johnson, 15409 Collecting Canal Road-** said Matthew invited us as representatives of CERT to see what would be going on and most of it was about debris management and to make sure that Clete and Ashbrite were on the same page. She said we kind of walked through the plan of who would call who and about dump sites and such.

Councilman Jarriel asked do we have any dump sites in Loxahatchee Groves, have we decided on any.



Ms. Johnson said no, I think Ashbritt had said they would like to have one here and maybe not use it, but to have one just in case and I think SWA said the Loxahatchee Groves Park was already permitted by the SWA. She said they thought it would be good to have some sort of back up but for now the closest dump site is at 20 mile bend. She noted they are going to have a follow up meeting.

Councilman Jarriel said F Road and Okeechobee is an ideal location.

Ms. Johnson said I think if you choose something that the County hasn't already cleared you would have to go through a lot of environmental testing and a lot of hoops.

Mayor Browning moved to Item #14.

#### **14. Annual Town Management Report**

Town Manager Dr. Rosenbaum said I think we started out looking at General Communications because one of the things people say is what takes your time and what takes the time in what we do is communicating with the Public. He said people call up for all reasons and in Loxahatchee Groves there is a lot of citizen input. He noted that the new management company coming in can look at this report and use it as a road map. He said you have seen our website and it provides a lot more information than other municipalities. He then read from the following report that is posted below.

# 2008-2009 TOWN MANAGEMENT REPORT NEW COMMUNITY STRATEGIES



6/16/2009

## Introduction to Management Report

New Community Strategies has been managing the Town of Loxahatchee Groves in the capacity of Town Manager and Town Clerk since June 12, 2007. This report summarizes management activity from June 2008 to June 2009 as well as providing a status of on-going projects and future projects.

# 2008-2009 TOWN MANAGEMENT REPORT NEW COMMUNITY STRATEGIES

## GENERAL MANAGEMENT

### 1. General communications with the public concerning services and constituent issues.

**Summary:** This is the area the NCS has experienced the greatest success. The legislative, business and management skills are critical to the success of this Town, however, the customer service that is provided to the citizens of Loxahatchee Groves has the greatest impact. The constituents thrive for information and want to be put down a clear path to resolve their issues and concerns. Our office has continually gone above and beyond to provide this customer service to everyone that has interacted with our staff. Everyone in this town has a lot of pride and ownership and it is vital that the management team recognizes this. We are the link to keeping everyone engaged and feeling apart of the Town.

**On-Going:** The most important tool that is utilized by Town Management and the General Public is the Town's website. The efficiency and effectiveness of the website cuts down on the amount of calls that are made to the Town office. This requires constant maintenance and content editing and it is imperative it is kept current.

**Future:** Town Staff is in the process of pricing out A-Frame Signs that can be used for roadside messages throughout the community. Using these signs with interchangeable banners will be much more cost efficient then producing the larger banners for each event.

### 2. Code Enforcement

**Summary:** This has been one of the most challenging areas to manage for the Town. Code Enforcement services began in August of 2007. Town Management established and professionalized a case reporting system and an organized process to follow throughout the Code Enforcement case investigation. We have managed the Code Enforcement officers and have guided them with research and any other technical assistance they may have needed. We have interacted with many county agencies to get resolution and clarification on several zoning and ULDC concerns. Educating the public in reference to compliance options has been one of our primary goals with the Code Enforcement officers. As Code Enforcement remains as "complaint" driven, Town management will continue to professionalize the investigation process and educate any citizens along the way to resolve matters amicably and expeditiously.

**On-Going:** Currently, Code Enforcement is contracted at 1 day per week (8 hours). This schedule works very well with the current code enforcement case load.

**Future:** Once the Land Development Code is adopted, it is highly recommended that the Town increase the level of Code Enforcement to assist with education and implementation of the new Land Development Code. When the Town implements its own vision and desires through the new Land Development Code, Code Enforcement will provide the foundation to maintain that vision.

To decrease Code Enforcement and Special Magistrate costs even greater, the Town Council may want to consider the formation of a Citizen Advisory Board or a Citizen Grievance Board. This would allow for neighbor disputes to possibly be worked out through mediation and communication. This in turn would reduce the number of code enforcement cases that may be filed with the Town.

#### **4. List of all current Contractual obligations for the Town:**

##### **On-Going Obligations:**

**(a) Palm Beach County Sheriff's Office:** The Town contracts with P.B.S.O. for 24/7 response and coverage. The Town does not have 1 dedicated officer to the Town with this obligation. The Town has an agreement with P.B.S.O. that allows for a 6% increase each fiscal year. In comparison with other municipalities, the Town has a very economical and fair contract with P.B.S.O. The contract is up for renewal every June for the next fiscal year.

**(b) Waste Pro:** The Town contracts with Waste Pro to provide for Solid Waste Services for the Town. This covers Solid Waste services for all residential properties. All non-residential properties are required to contract with Waste Pro separately and on their own. The contract allows for a small cost of living increase by Waste Pro. It is important that each fiscal year, the Town negotiates with Waste Pro this increase no later than the beginning of June prior to the next fiscal year. This needs to occur to allow any increase to be considered before the Town conducts its Solid Waste Assessment hearing to set the rate for the next fiscal year.

**(c) Code Enforcement (Calvin, Giordano & Associates):** The Town contracts with Calvin, Giordano & Associates to provide code enforcement services 1 day per week (8 hours per day). This is provided for \$2350.00 per month. The contract is up for renewal annually in August of each year.

**(d) Goren, Cherof, Doody & Ezrol:** The Town contracts with this firm for Attorney Services. The agreement has no end date established however the Agreement is terminable by majority vote of the Town Commission at any time and terminable by The Town Attorney upon thirty (30) days written notice tendered to the Town. The services are provided at a rate of \$185.00/hour (which is the original amount negotiated with the Town at its inception)

**(e) New Community Strategies:** The Town contracts with this firm to provide Town Management, Town Clerk and limited financial services. The current contract provides for an \$8000.00 per month fee to provide these services. There is no expiration on the current. The contract allows for a 120 day notice to be provided by Town Management or a 60 day notice to be provided by the Town Council. The current management company provided a 120 day notice of termination, which will take place on August 19, 2009. The Town has issued RFP 2009-003 to solicit bids to provide for full management services as outlined in the request for proposal.

**(f) T.G.I. Office Automation:** The Town contracts with T.G.I. to provide services for the office copier. Service calls, parts, labor and toner are included and not charged to the Town. There is a charge of .006 cents per copy that is paid on a monthly basis based on the meter reading. There is no expiration date on the contract, however there is a 30 day notice of termination required should the Town wish to exercise this option.

**(g) Frank Schiola:** The Town contracts with Frank Schiola to provide Solid Waste Service monitoring. This Agreement commenced on May 20, 2009 for a period ninety (90) days, up to and including August 19, 2009. The Agreement may be renewed for additional terms upon the mutual consent of the parties. The Agreement may be terminated by either Party upon providing five (5) calendar days written notice. Upon termination by TOWN, CONTRACTOR shall cease all work performed hereunder and TOWN shall pay to CONTRACTOR any earned and unpaid portion of the compensation due CONTRACTOR. The Town compensates Frank \$25.00 per hour not to exceed 10 hours per week. No payments have been made as of June 12, 2009 and will pay invoices upon receipt.

**(h) Interlocal Agreement with Palm Beach County Planning, Zoning, Building and Land Development Department:** The Town has entered into an interlocal agreement with PBC PLZB to provide services as outlined in the agreement. These services are not provided by the Town but maybe at a future point. This Interlocal Agreement is in effect from the date it is executed by both parties to September 30, 2007, and is automatically renewed thereafter from fiscal year to fiscal year (October 1 to September 30), unless either party here to shall notify the other in writing of the party's desire to terminate all or part of this Agreement six (6) months in advance, no later than April 1 of the previous fiscal year. This Agreement shall not be terminated except at the expiration of the contract term, or at the expiration of any renewal, unless agreed upon in writing sixty (60) days in advance of both parties. If neither party gives notice of its intent to terminate the parties shall negotiate the terms of any revisions prior to the renewal no later than May 15th of each fiscal year. There is no financial obligation of the Town for these services.

**(i) Interlocal Agreement with Loxahatchee Groves Water Control District (use of the District facilities):** The Town has entered into an interlocal agreement with LGWCD for the use of the District Board Meeting Room. There is no expiration on the agreement and automatically renews every six months from the original execution date of May 7, 2007. This

Agreement may be terminated by either party without cause upon thirty (30) days written notice to the other party. This Agreement may be terminated by either party upon less than thirty (30) days notice, written or otherwise, to the other party in emergency situations. There is no specified rate per hour in the contract however the current rate being charged to the Town for the use of the facility is \$30.00 per hour. The payments are made on a monthly basis for the previous months use of the facility.

**(i) Interlocal Agreement with Loxahatchee Groves Water Control District (traffic signage):** The Town has entered into an interlocal agreement with LGWCD to provide for the construction, installation, and maintenance of municipal road signs. The TOWN shall furnish the DISTRICT, at DISTRICT'S request based upon their knowledge of the area, sufficient traffic and street name signs to complete installation in accordance with standard traffic engineering practices as governed by the Manual on Uniform Traffic Control Devices. The TOWN, however, shall not be required to furnish such signs which TOWN determines are not warranted based upon the traffic engineering standards. The agreement has no expiration date can be terminated with a 90 day notice by either party. The Town is responsible for the purchase of all the signs and materials that is provided by the interlocal agreement

#### **Project Obligations:**

**(a) Alberni Caballero & Castellanos, L.L.P.:** The Town contracts with this firm for Financial Audit Services. The Town has a three year contract (with an option to renew for 2 years after that) which concludes after the completion of the 2008-2009 Town Audit. The rates for each of the fiscal years are included in the executed agreement.

**(b) Okeechobee Round-Abouts Justification Study (Calvin, Giordano & Associates):** The Town has entered into an agreement for CGA to perform a Okeechobee Round-About Study to pursue funding through the Palm Beach County Local Area Planning (LAP) funding. The total project cost is \$14,340.00. The findings are due to the Town by June 30, 2009 and will then be presented to Palm Beach County after that point. No payments have been made towards this contract as of June 12, 2009. The payments will be made as invoices are received.

**(c) Preparation of the 2009 Florida Department of Environmental Protection ("FDEP") 319 Water Quality Grant Application (Calvin, Giordano & Associates):** The Town desired to pursue the grant funding available through the 2009 Florida DEP 319 Water Quality funding cycle. The Town contracted with C.G.A. to prepare the application and follow through the entire cycle of approval and funding. CGA shall complete all work and present the application and supporting documentation to FDEP on or before May 31, 2009. CGA will continue to respond to inquiries until the FDEP issues a determination on the TOWN's grant application in September, 2009. This Agreement may be extended for additional time upon the execution of

a written amendment to this Agreement. No payments have been made towards this contract as of June 12, 2009. The payments will be made as invoices are received.

**(d) Environmental Regulations (Calvin, Giordano & Associates):** The Town has contracted with CGA to assist the Town with the drafting and adoption of the Town's Environmental Regulations. It is desired the drafting be completed by June 16, 2009. This time frame will be extended due to the desire for an additional workshop to provide more feedback and direction. The total project cost is \$5,000. No payments have been made towards this contract as of June 12, 2009. The payments will be made as invoices are received.

**(e) Land Development Regulations (The Mellgren Planning Group):** The Town has contracted with TMPG to assist the Town with the drafting and adoption of the Town's Land Development Regulations. It is desired the drafting be complete by December 2009 and be presented to the Town Council for adoption in December 2009 - January 2010. The total project cost is \$57,500. No payments have been made towards this contract as of June 12, 2009. The payments will be made as invoices are received.

**As Needed Contractual Agreements Executed by the Town:**

**(a) Land Research Management:** The Town uses LRM as a planning consultant. The services are only used on an on-call basis at a rate of \$125.00/hour. This service will not be needed once the Town hires its own planning firm on a permanent basis.

**(b) Engineering Services:** The Town uses Calvin, Giordano & Associates as an engineering consultant. The services are only used on an on-call basis at a rate of \$120.00/hour. This service will not be needed once the Town hires its own planning firm on a permanent basis.

**(c) In-Rem Solutions:** The Town uses In-Rem Solutions as a grant-writing specialist. The services are only used on an as-needed basis should the Town research a particular funding source and wish to pursue it through direction by the Town Council. Once the research is completed and Town Council votes to direct Town Staff to pursue the grant, In-Rem Solutions then will take over the application and follow the progress. The services are provided at a rate of \$125.00 per hour.

**(d) Ashbritt, Inc.:** The Town contracts with Ashbritt, Inc. to perform disaster debris removal services. The Town is subject to hourly rates that are included in the contractual agreement. The Town commenced the contract in November, 2008. After the initial one (1) year term, the TOWN shall have the option to renew for an additional term of one (1) year, and upon completion of that period, the TOWN shall again have the option to renew for an additional term of one (1) year. This Agreement may be terminated for cause by action of the Town Council if the CONTRACTOR is in breach and has not corrected the breach within thirty (30) days after written notice from the TOWN identifying the breach, or for convenience by action of

the Town Council upon not less than thirty (30) days' written notice by the TOWN Manager. This Agreement may also be terminated by the Town Manager upon such notice as the Town Manager deems appropriate under the circumstances in the event Town Manager determines that termination is necessary to protect the public health, safety, or welfare. This Agreement may be terminated for cause by the CONTRACTOR if the TOWN is in breach and has not corrected the breach within thirty (30) days after written notice from the CONTRACTOR identifying the breach.

(e) **Disaster Debris Monitoring Services (Calvin, Giordano and Associates):** The Town has contracted with CGA to provide disaster debris monitoring services as specified in the agreement. The Town is subject to hourly rates that are included in the contractual agreement. The Town commenced the contract in October, 2008. The agreement may be terminated with a 7 day notice.

## 5. Planning, Zoning and Building Matters

**Summary:** Town management has worked with Palm Beach County Planning and Zoning under the guidelines set forth by the Inter-local Agreement with the Town. We have established a system of reporting and processing for all applications for the Town. In addition, we have set up a direct line of communication to solve any issues and provide information relating to zoning and planning matters with the Town. The relationship that has been built with key personnel in Palm Beach County PLZB has been critical to the success and will play a very important role when the Town transitions with their own planning firm to handle these services.

### Ongoing:

- (a) Business Tax Licenses: The system that has been implemented with Palm Beach County is that all new business tax receipts must receive final approval with the code enforcement inspection. With the Zoning and Town approval, the applicant then can get their business tax receipt. Although this system has been implemented, the execution from PBC has been inconsistent. The process has greatly improved over the last two years, but still needs to more consistent from the County side. Any renewal of a business tax receipt does not need Town approval.
- (b) Conditional Use, Zoning Change Applications, Site Plans and Plat Approvals: PBC still handles the review and analysis of any application that is submitted for the Town of Loxahatchee Groves. With the moratorium in place over the last year, the activity of submittals has been slow. There were some projects that were exempt by the moratorium in which the Town has considered over the last year. The Town has used the planning consultant services of Land Research Management to assist with



technical assistance once the application is completed by the County and sent to the Town for a hearing before the Town Council.

- (c) Comprehensive Plan: The Town adopted their first Comprehensive Plan and the Florida Department of Community Affairs found the plan to be in compliance and issued their notice of intent. A third party intervened before the notice of intent was complete. The Town is now involved with the DOAH to resolve these matters and to assist the DCA with the hearing to defend the Town's Comprehensive Plan.

(d) Land Development Codes:

- a. Environmental Regulations: PBC ERM does not enforce or process and requests or applications on behalf of the Town. The development of the Town's own Environmental Code is nearly complete. Once the new ERM regulations are adopted by the Town, the Town will have full responsibility to enforce the regulations as well as process all requests for permits.
- b. Land Development Regulations: The Town has previously adopted the Palm Beach County Unified Land Development Code as its own Land Development Regulations. The Town desires adopt and implement its own Land Development Regulations that will be consistent with the Town's Comprehensive Plan. The Town has retained the services of a planning firm to draft and adopt the Town's own Land Development Code. This process should be complete by December 2009.

**Future:**

- (a) Business Tax Licenses: Since a PBC Business Tax License is required, you cannot eliminate that requirement, however, Town Staff strongly encourages the Town to consider adding a Town business tax receipt once the Town retains the services of a planning firm. Once the new Land Development Codes are adopted, the Town will need to enforce the code that specifies what uses (businesses) are allowed to operate within the Town. This will be achieved through the issuance of a Town Business Tax Receipt.
- (b) Conditional Use, Zoning Change Applications, Site Plans and Plat Approvals: The recommended time frame for retaining the services of a planning firm to handle these services as provided by Palm Beach County Planning, Zoning, and Building is for the Town to issue a RFQ in October 2009. This will allow the Town to award the contract and commence the service at the same time the Town's Land Development Regulations are adopted. It is very critical to stay in constant communication with Jon MacGillis, director of PBC Zoning Division as to the progress of the LDR's and the retention of a planning firm. The transition between the Town and PBC is very critical and will require a lot of cooperation, communication and teamwork. There should be

at least a 90 day overlap between the County and the Town's new planning firm with providing these services to insure a smooth transition.

- (c) Environmental and Land Development Regulations: Once the Town adopts their own regulations, the Town Council will have to make a decision of how to educate and enforce these new regulations.

**5. Palm Beach County Water Utilities:** Town Management successfully negotiated a franchise agreement with Palm Beach County Water Utilities to provide Potable Water, Wastewater and Reclaimed Water Utilities service to the Town of Loxahatchee Groves. The service is somewhat limited to the parcels that are located along the pipeline (Southern Blvd, Okeechobee Blvd, and North Road). Service is available to any resident or landowner, however, but it has been found to be very costly and time consuming should someone not located on the pipeline desire to connect to the system. The Town started receiving revenue from the Franchise Fees in May, 2009.

**6. Communications with Residents and Landowners:** Town Staff has produced and sent out several newsletters over the last year. This is a task that should be continued by the new management team at least quarterly (preferably bi-monthly). In addition, Town Staff has worked diligently to provide a very informative and user friendly Town website ([www.loxahatcheegroves.org](http://www.loxahatcheegroves.org)). Some of the items that can be found on the website are:

- a. News and Announcements
  - b. About the history of the Town
  - c. Information relating to the Town Council members and Town Staff
  - d. Meeting information (agendas, minutes, legal notices and recordings)
  - e. All planning, zoning and building information
  - f. All ordinances, resolutions, budgets, and other pertinent Town documents.
  - g. Election information
  - h. Bidding opportunities
  - i. Town Calendar
  - j. Community information, equestrian information and important phone numbers and contact information
- and much, much more.....

## FINANCE AND RISK MANAGEMENT

**Summary:** New Community Strategies has provided basis financial management as provided by the contractual agreement with the Town. Over the past year, the Town has:

- (1) Adopted Ordinance 2008-004. This ordinance provides for the policies for investment of funds, audit procedures, payments of money, and preparation and implementation of fiscal year budgets.
- (2) Adopted Ordinance 2008-009: This ordinance provides for the procurement policies, procedures and guidelines for the Town.

Town Management has implemented the following procedures as outlined in memorandums provided to the Town Council:

- (1) Internal cash receipt procedures (attached)
- (2) Internal cash disbursement procedures (attached)

The Town was awarded the Certificate of Achievement in Excellence in Financial Reporting for the 2006-2007 Fiscal Year. The 2007-2008 Fiscal Year audit is complete and will be available to the Town Council by the end of June beginning of July 2009.

Town Staff was responsible for the drafting and implementation of the 07-08 and 08-09 Fiscal Year Budgets. Town Management was able to manage the budget successfully by maintaining the same millage rate of 1.5000 and building up unrestricted reserves of about \$750,000. It is anticipated that the 09-10 budget will be drafted with a decrease in the millage rate and the ability to build the reserves of about \$200,000 more.

The Town has \$800,000 invested in various term C.D.'s and C.D.A.R.'s. The public funds checking account maintains a balance of approximately \$450,000.

It was indicated that a financial procedures manual would be implemented for the 08-09 Fiscal Year. The ordinances and procedures implemented and used were adequate in providing financial consistency and efficiency. An accounting procedures manual will be completed before New Community Strategies leaves the Town.

## CLERICAL

**Summary:** As outlined in the contractual agreement, Town Staff has performed traditional Town Clerk functions. Town Staff has established and is maintaining a professional Town Clerk system by performing the following tasks:

- a) Prepare minutes of Town Council meetings, workshops and committee meetings.
- b) Prepare and distribute agenda packets for the above-referenced meetings.
- c) Provide for public notice of all meetings subject to the Sunshine Law and provide for legal advertising – publication and posting of notices – as required.
- d) Maintain custody of municipal records, including ordinances, resolutions, contracts and agreements; and promulgates procedures for the orderly management, maintenance, retention, and destruction of said records in accordance with state law. Serves as the state Records Management Liaison Officer.
- e) Administer the publication, maintenance and distribution of the City Code of Ordinances and supplements thereto.
- f) Provide for response to public records and informational requests received.
- g) Serves as the liaison and final certification for all Business Tax Licenses in Palm Beach County within the Town of Loxahatchee Groves.

New Community Strategies records manager evaluated the Town's record keeping. A complete of tasks for the new management team will be provided for consistency and a smooth transition.

#### EMERGENCY MANAGEMENT:

**Summary:** Town Staff has worked closely with Calvin, Giordano & Associates, Loxahatchee Groves C.E.R.T., Ashbritt Inc., and the Loxahatchee Groves Water Control District to coordinate emergency management activities. Town Management has the responsibility of running the Town's E.O.C. during and disaster as well as managing the Town's Point of Distribution with the Loxahatchee Groves C.E.R.T. should the National Stockpile be activated.

**On-Going:** Town Staff must always be in communication with the residents and landowners to provide education and information pre and post emergency. The Town's website has vital information and the Town's EOP will provide a road map to handling emergencies that Town may encounter.

**Future:** The final draft of the Town's EOP (which includes the Disaster Debris Management Plan) will be presenting to the Town Council in July 2009 for adoption. The EOP will need periodic updates and revisions throughout each year.

TOWN MANAGEMENT TASK LISTED AS PRESENTED IN JUNE  
2008:

1. Create and implement policy and procedure manual for Town Office. This will provide for ease of access to necessary information for all staff and Council members: An official manual was not implemented, however as indicated above, the Town did adopt ordinances relating to financial management, cash procedures, investment policies, audit policies and Town Staff did implement cash disbursement and cash receipt procedures as outlined in memorandum to the Town Council. New Community Strategies will implement an accounting procedures manual before they leave the Town.
2. Implement Government Uniform Method of Accounting and Reporting for the 2008-2009 fiscal year: This was implemented for the 07-08 fiscal year and is still currently being used for the 08-09 Fiscal Year.
3. Establish a 5-year business plan for the Town to consider: A 5 year financial projection was outlined in the Town's adopted Comprehensive Plan.
4. Map out long-term plan and structure for the Town to establish the following:
  - a. Uniform Land Development Codes: The Town is in the process of drafting and adopting it's own Land Development Code. This process should be complete by the end of 2009.
  - b. Town Code of Ordinances: The Town has adopted the PBC Code of Ordinances as its own. Once the Land Development Code is adopted, the Town Council may desire to adopt ordinances to address specific items in the code.
  - c. Planning and Zoning: Palm Beach County, through an inter-local agreement with the Town, handles all planning and zoning matters on behalf of the Town. Once the Town adopts its own ULDC, the Town will then need to have in place a process to handle all planning and zoning matters within the Town itself. This can be accomplished by hiring additional town staff or outsourcing to a specialized firm that handles all planning and zoning matters: As outlined in a long-term plan submitted to the Town Council, the Town will need to retain the a planning firm the handle the services provided by PBC PLZB through the interlocal agreement. A complete time line for implementation and transition was presented to the Town Council.
  - d. Retain the on-call services of a grant-writing firm: Town Management will research and present opportunities for the Town to receive financial assistance with matters that the Town Council deems necessary and appropriate: The

Town did retain the services of In-Rem Solutions to provide grant writing assistance. The Town also took advantage of the services provided by Jeff Maxwell, Traffic Engineer from Calvin, Giordano and Associates to pursue a grant for the Town as well.

Councilman Louda referred to Page 3 and said going out of this report I would like to see us pursue Welcome to the Town of Loxahatchee Groves signs at all of our entrances and see that

rolled into the Budget potentially. He then referred to Page 4, Section c, and said I would like to volunteer that I liaison with them on that project obligation. He was talking about the Preparation of the 2009 Florida Department of Environmental Protection ("FDEP") 319 Water Quality Grant Application (Calvin, Giordano, & Associates). He also referred to Page 5, the section on grant writing, and said I think we have brought up the Florida Recreational Assistance Program before and then handed Town Manager Dr. Rosenbaum some information to follow up on. He referred to Page 8, Section 5-Palm Beach Water Utilities, and said Matthew has requested another meeting with Beavin Beaudet about trying to get some reclaimed water into the Groves.

Town Manager Dr. Rosenbaum suggested doing an update on that for the upcoming IGC.

Councilman Louda said I think you need to add one last comment, and that is "we did a hell of a job and the Council agrees".

Mayor Browning moved to Item #15.

**15. Palm Beach County League of Cities Meeting (Councilman Liang)**

Councilman Liang said it was the Gala and I think Vice-Mayor Lipp went.

Vice-Mayor Lipp said it was lunch and a good meeting and several people were honored for being there and it was not a business meeting for the League of Cities, just a Gala.

Mayor Browning moved to Item #16.

**16. Water Resource Task Force Meeting (Councilman Louda)**

Councilman Louda handed out the following report and map and went over them (see below).

*Drs. J. William and Deborah W. Louda*  
*Standing Waters Estate*  
*P.O. Box 1238, 1300 E Road*  
*LOXAHATCHEE GROVES, FLORIDA 33470*



**MEMORANDUM**

**TO:** Mayor David Browning, Councilman David Autrey, Councilwoman Marge Herzog, Councilman Dennis Lipp, Town Staff cc:LGWCD

**FROM:** Councilman Bill Louda

**DATE:** June 16, 2009

**SUBJECT:** Report on June 5, 2009 Joint PBC / Broward Co. Task Force meeting (WATER)

I attended this meeting which was held at the Coconut Creek Community Center.

Mrs. Betty Bingham of Ocean Ridge was present and I did not have to join the member discussion as stand in for Alternate Dennis Lipp.

I collected all handouts (copies of power points used etc.) and am turning them over to Councilman Lipp tonight.

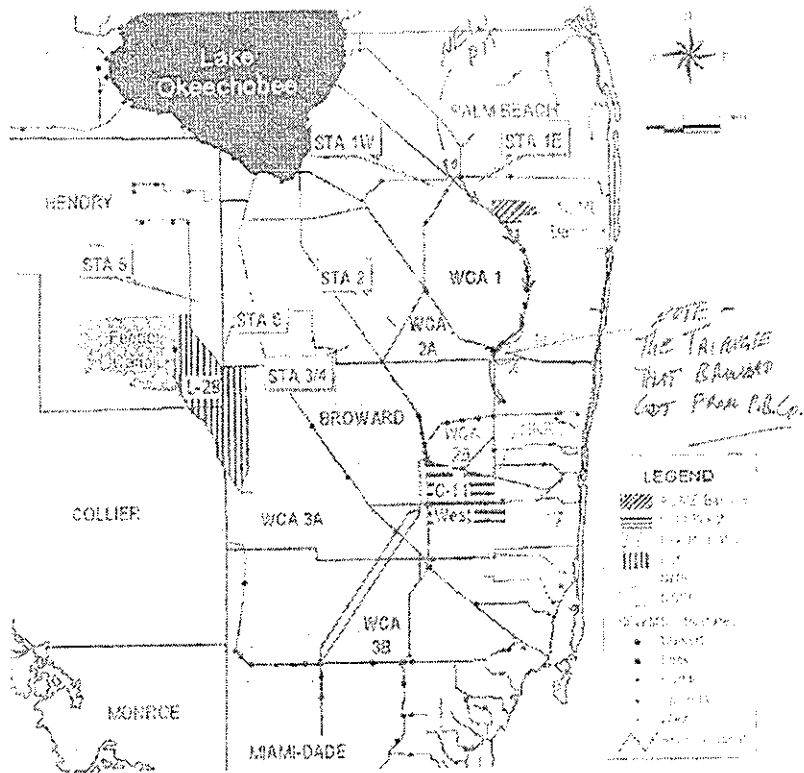
Main point or direction was/is. Generation of another pit immediately to the west of the existing Palm Beach Aggregates pit in order to capture waters that would normally be sent to tide via the Lake Worth Lagoon. Largest problem is the redistribution of that water south to Broward.

Conveyance is a hot topic of discussion. In essence all discussion came to sending it through the rim canals of Arthur R. Marshall. I and several other members of the public pointed out that is environmentally reckless and could never work without undue damage to all of the Eastern Everglades.

I am glad that I am not a member of this ridiculous effort to send water through the Everglades to Broward County.

Rosa (Cissie) Durando asked what Broward was doing with all those acres that Palm Beach County gave them. Why not their own water pit?





Mayor Browning moved to Item #17.

### **17. Okeechobee Blvd Corridor Workshop**

Vice-Mayor Lipp said this was my suggestion from the last meeting. He said we had Kilday here to discuss an idea for a commercial low office at the Day property and part of the discussion that we had with the original Sector Plan, which is now dead and gone, but basically I know Rita Miller had in her ideas for Okeechobee is if there was sort of Community Center that it would in fact stop the commercialization of Okeechobee. He said I never quite made the connection there because even though I went back and read over the Visioning Statement, we are still faced with Okeechobee and people who have property there and think that they have a right to do something with it other than let it sit. He said so I wanted to suggest the idea of having a Workshop and maybe start early at 6pm for a meeting and advertise heavily to get the property owners on Okeechobee to show up. He said part of what came up is there are 100's of 1000's of square foot of office space around the Day property that are vacant so why do we want to allow a builder to come in and put up something vacant. He said there is a new designation that the County Planning people have come up with and it is called a mixed use community development, which you have something like what is along both sides of PGA Boulevard with a residence on top and a restaurant on the bottom. He said I am still all in favor of having Southern Boulevard as our commercial center, but to be fair to the property owners and so we wouldn't have something come back and haunt us some day and say that it is a taking of the property and not allowing anything to develop there, we need to discuss it. He said by putting it out in a public domain and having people discuss it, is doing the business of government.

Councilman Jarriel said Okeechobee will be 4-laned whether we like it or not. He said you've got the Red Barn which has been there a long time and has all sorts of businesses. He said my main concern is if we could get some tax revenue in here with some business offices or some type of bio tech offices. He said when we start talking about Southern Boulevard, my main concern is what can keep us from driving out of Loxahatchee and risking our lives going on Southern or Okeechobee. He said I am looking for tax revenue so our residents won't ever have a tax increase. He said this year bringing it down to 1.4 is a positive sign, one of the best signs we'll see since we became a Town and the residents will be looking at that. He said and I know that Red Barn has complained about other mom and pop feed stores along Okeechobee Boulevard. He said when people get their business established then they don't want anyone else to come into the picture. He said on B Road what bothers me the most is the Wellington Feed store and if you are coming into Loxahatchee and don't want to hold our name, then basically I don't think you need be here. He said you can't say that it is not going to work and we are fixing to change our zoning from 1-10 to 1-5 and when you get people who can afford an office, they can afford to buy land. He said Okeechobee will be 4- laned but we should stop it at Seminole Pratt. He said I think the residents need to have to have a say so and know all the facts. He said we have a lot of mom and pop businesses that are in Loxahatchee and are paying rent someplace else.

Councilman Louda said do the study on Okeechobee-absolutely. He said when we did the Neighborhood Plan the consensus was Southern and it has been Southern all along. He said if we are going to invite all the people along Okeechobee then I want to invite all the people within 1500feet each way because it will affect them. He said I agree it will go to 4 lanes but why not a

4 lane rural parkway. He said I have to say that I have strong objection to what you said about Beck Hyslop (Red Barn) getting his business here and not wanting anyone others-that is not what he did. He said Beck is against any people doing business but not doing it right.

Councilman Jarriel said he has not made a comment about Wellington Hay and Feed and they are not doing it right.

Councilman Louda responded yes he did and I have it right here. He said to bring in a tax base development never pays for itself ever.

Vice-Mayor Lipp said we don't collect property tax on the businesses because they are zoned RR, not Commercial. He said to collect a tax on them they have to be zoned Commercial.

Councilman Louda said the only other option is to shut them down.

Mayor Browning said one of the things that we are going to have to deal with, and maybe it is in the licensing part, but to be fair with someone like Beck, is we either need to lower his or collect from the others. He said maybe the key is to allow them to be commercial for a certain period of time and then tax it. He said they can't just come out here and operate a business and keep a mailing address somewhere else. He said they just need to pay their fair share and I am not out to shut them down, it is something we are all going to have to deal with.

**Vice-Mayor Lipp made a MOTION to schedule a Okeechobee Boulevard Corridor Workshop for sometime in the Fall of 2009 and invite the whole Town to discuss the future, SECONDED by Councilman Louda and discussion was then continued:**

Councilman Louda said the thing that came to a head was A Road and Okeechobee came forward either written or by verbal comment at a meeting and said, why are you aiming to make millionaires on Southern, why can't I be one too? He said it is not a Town Vision or where we want things, it is how can I maximize my property. He said the only property rights you have is what your property is zoned for and what your land use is now.

Vice-Mayor Lipp commented you are absolutely right.

Councilman Louda said we are not taking anything from them. He said they don't have a right to Commercial; they have a right to petition it. He said but they have no right to expect to be granted that.

**The MOTION passed unanimously 5-0.**

Vice-Mayor Lipp asked Town Manager Dr. Rosenbaum to put this on the docket for the next Town Management Team.

Mayor Browning moved to Item #18.

#### **18. ILA for the Funding of Construction & Reconstruction & Maint. of Town Public**

Town Attorney Cirullo read the title of the ILA and said the LGWCD asked for this to be on the Agenda so they could discuss it at their next meeting.

**Vice-Mayor Lipp made a MOTION to approve the Inter Local Agreement for the Funding of Construction and Reconstruction and Maintenance of Public Roads within the Town of Loxahatchee Groves, SECONDED by Councilman Liang and the MOTION passed 4-1, with Councilman Louda opposed.**

Councilman Louda said I am opposed because it includes the monies for A Road surveying which is to me way to convenient for OGEMizing A and I think it ought to be rolled into the OGEM. He said if there are objections to the Town doing South B Road, then I object to gas tax monies paying for the surveying to do the road.

Councilman Jarriel said it don't have anything to do with the road.

Councilman Louda said what I heard from Clete the road can't be done until the surveying is completed.

**Clete Saunier, LGWCD Administrator-** said thank you for approving the ILA and I extend my gratitude from the Board of Supervisors and to answer Councilman Louda's question, that is correct, the road can't be easily done without the survey being done now, because the last survey being done was in 1988 which was 20 years ago. He said it is not just specifically for North A Road.

Councilman Louda said I misunderstood and said this is for the entire thing. He said I would have voted for it.

Mayor Browning asked for comments from the Public.

**John Ryan, 3508 A Road-** (turned in a comment card but didn't speak since Clete had said what he was planning on saying).

Mayor Browning moved to Item #19.

## **19. Administration Update**

### **a. Marcella Blvd Culvert Repair**

Town Manager Dr. Rosenbaum said the repair work will begin on Monday.

Vice-Mayor Lipp asked who is doing the work.

**Clete Saunier, LGWCD Administrator-** responded Perry Construction.

### **b. Environmental Regulations Workshop**

Town Manager Dr. Rosenbaum noted the Workshop will be held on this upcoming Saturday, June 20, 2009 at 10am.

**c. Land Development Regulations Schedule and Timeline**

Town Manager Dr. Rosenbaum noted the following schedule and timeline was in the Agenda Packet and was available to the Public on the website.

<b>Item</b>	<b>Topic</b>	<b>Date and Time</b>	<b>Location</b>
<b>1st Public Workshop</b>	General Overview and public comment to begin the drafting of the regulations	Sat, 6/27/09 (10am)	Palms West Presbyterian Church (13689 Okeechobee)
<b>2nd Public Workshop</b>	TBD	Sat, 7/25/09 (10am)	Palms West Presbyterian Church (13689 Okeechobee)
<b>3rd Public Workshop</b>	TBD	Sat, 9/12/09 (10am)	Palms West Presbyterian Church (13689 Okeechobee)
<b>4th Public Workshop</b>	TBD	TBD	TBD

**d. FY 07-08 Audit**

Town Manager Dr. Rosenbaum said we already discussed the Audit.

**e. RFP 2009-003 (Town Management Services)**

Town Manager Dr. Rosenbaum said the RFP's are due on Tuesday, June 30, 2009. He said I think we will give them the Town Management report so they will have some information and can be aware of the activity level we have here.

**f. Comprehensive Plan Land Use Amendment Application Submittals**

Town Manager Dr. Rosenbaum said we have had O'Dell and Land Design South submit applications as of this point.

Councilman Louda asked have any answers to the RFP come in.

Town Manager Dr. Rosenbaum responded I have had 2 phone calls on it, and they have indicated that they will submit, so you will have some responses.

Mayor Browning moved to Item #20.

## **20. Public Comments**

**Elise Ryan, 3508 A Road-** said I am not speaking on behalf of the Budget Committee but as a resident and an individual and we have a bank balance in CD's and the Budget Matthew prepared for next year has a \$600,000.00 surplus and I am hoping that you will spend some time thinking about how you want to spend that money, maybe on what projects you want to do and I would be happy to do the homework to cost some of these things out for you.

Mayor Browning said I hope to keep it simple and to keep the taxes going down.

**Marge Herzog, 966 A Road-** said I just wanted to say that I am grateful that NCS has agreed to stay on that extra 30 days. She said I think it is very important because we have become accustomed to having transparency and I think if they would have left on Friday, it would have really left a big hole in the system because I don't think that the present situation with the Council could have handled everything that NCS does.

Mayor Browning moved to Item #21.

## **21. Town Manager and Town Clerk Comments**

There were no comments.

Mayor Browning moved to Item #22.

## **22. Town Attorney Comments**

Town Attorney Cirullo said on Callery Judge it is my understanding that there is going to be a meeting before your next Council meeting between the Mayor, Mr. Rosenbaum and Representatives from Callery Judge. He said depending on the outcome of that meeting I will be coming back to you with information, but for now we are making progress on that.

Councilman Louda said has the Mayor been brought up to speed on that Sunshade Meeting.

Town Attorney Cirullo responded yes.

Vice-Mayor Lipp asked is there a way for you to communicate the results of that meeting with the Town Council.

Town Attorney Cirullo responded I can probably do it in the form of a Memo but I want to make sure I don't violate some other parameters. He said could schedule an Executive Session on the night of July 7, 2009 and we can Notice that and set up the court reporter.

**Councilman Louda made a MOTION to approve the Executive Session scheduled for Tuesday, July 7, 2009 at 6pm, SECONDED by Vice-Mayor Lipp and the MOTION passed unanimously 5-0.**

Councilman Jarriel said I will be out of town, I would like to be there but I don't think that is necessary.

Mayor Browning moved to Item #23.

### **23. Council Member Comments**

Councilman Louda said as you know last time we agreed to increase the fireworks money from \$750.00 to \$1500.00 and following that Dr. Reillo got a hold of Beck at Red Barn and he doubled that amount (as a donation to the Town), so now we have \$3000.00. He asked can the Town legally put on their sign-Money Donated by Red Barn.

Town Attorney Cirullo responded yes.

Councilman Louda requested a future Agenda Item to consider a Memo he was handing out from FDEP dated November 8, 2001. He noted we will have signs and extra patrols on Friday-Sunday of the holiday weekend and I want to ask for consensus from the Council to thank Beck Hyslop for his contribution. He said so we will have signs and extra patrols Friday-Sunday. He said in the future we need to start thinking about illegal congregate living, and I have had some calls from citizens about groups living in the woods, and what the citizens were concerned about is if something happens to them the Town gets bad press. He said we need to do something about it. He said I am not suggesting that we call INS and have them do a sweep, but we need to do something about it. He said there is a large group structure on E Road and the trash is up and I had calls that groups are standing there at the same place where we have children waiting for busses and the traffic is pulling off to pick up and that is a hazard there. He said I want to thank NCS for fantastic service and I commiserate with the tough times.

Councilman Liang said I don't have much to say tonight other than let's go home.

Councilman Jarriel said I was going to read a letter that Mr. Louda wrote to the editor, but I am not going to do that. He said this kind of threw some digs toward the Financial Committee and I want to thank them for donating their time and for their expertise. He said we have unbelievable resources in Loxahatchee and for the first time in a long time I see these people coming out and I see the Community wanting to get involved and I appreciate all your time and stuff. He said the other comment is Bill doesn't seem to think the Town is going to survive, and I will tell you right now that since 2009, I have seen nothing but positive things happen for the Town of Loxahatchee, and the ILA with the LGWCD that kept them from raising assessments, now we are going to drop from 1.5 to 1.4, and we have \$800,0000.00 to decide what we are going to do with to benefit the residents of Loxahatchee, and I see this Town as times are hard and economics are bad, I see the Town of Loxahatchee progressing forward and I think we are just going to get better and better, and we will survive and we will set a good example to other communities around us. He said I appreciate Irv hanging in there and I do want to see the continuity when you all leave to blend in with the new Manager. He said I thought the first meeting of the advisory committee went great and I felt that Matthew felt fairly comfortable afterwards and tonight I can see that everyone is willing to work with everyone, so keep up the good work.

Vice-Mayor Lipp said Irv and I talked today a little bit and he reminded me that they might not be here, but they are not leaving Town. He said I think we can look at this like we are just moving

to a different stage. He said Irv and his company have got us up to the point we are at today. He said with the help of all the citizen committees we may wind up needing, we can handle things internally and not bring in Code Enforcement in from outside of the Town to fix our problems. He said I think we've set a good tone and we are on the right track. He said I appreciate Mike calling me today and letting me know this before I got to the meeting this evening and I appreciate Irv and all you've done and I think your entire staff and especially Michelle has done a great job for the Town.

Mayor Browning said I want to thank Irv for agreeing to stay another 30 days, I'm glad for that, because I think it is very important that we pass this baton one time and we are able to pick up everything. He said and I would just encourage everybody, be careful of what you say and how you say it, because everyone watches us and we have seen in the past some of our neighbors fairly close to us picked up a reputation of not being able to get along very well. He said and this was reflected because they went through several Managers in a very short period of time. He said I want to compliment Clete because I was on the Board of the LGWCD before Clete and when we didn't have the expertise and I appreciate what he brought to the LGWCD Board and what he ultimately brought to the taxpayers of Loxahatchee Groves. He said NCS has done a phenomenal job because none of us up here, and I am the first to admit I know nothing about starting a Town and keeping it running, so we depend on the Staff that we hire, and hopefully we won't have to make this transition very often. He said hopefully we can continue to save money for the taxpayers of Loxahatchee Groves and continue to protect our lifestyle.

Councilman Louda made an announcement about the old cell phones for soldiers program.

Mayor Browning moved to Item #24.

#### **24. Adjournment**

**Vice-Mayor Lipp MOTIONED to adjourn the meeting, SECONDED by Councilman Liang and the Motion passed unanimously 5-0.**

There being no further discussion and no additional public comment the meeting was adjourned at 9:40 p.m.

  
MAYOR DAVE BROWNING

ATTEST:

  
Matthew Lippman, Town Clerk

7/7/09  
Date Approved